

United States Government

Department of Energy

Oak Ridge Office

memorandum

DATE: August 16, 2005

REPLY TO

ATTN OF: EM-951:Bailey

SUBJECT: EM PROCEDURE EM-1.10, REVISION 0, "MATERIALS
DISPOSITION PROCEDURE FOR ORO BASIC ORDERING
AGREEMENT TASK ORDER CONTRACTS" - APPROVED

TO: Environmental Management Staff, EM-90

The attached subject procedure is issued for your use. Please read and familiarize yourself with it. It will be placed onto the Office of Environmental Management's Office Policies and Procedures Webpage, (see <http://www.oakridge.doe.gov/External/Default.aspx?tabid=120>) as soon as possible and will be available there for future reference.

If you have any questions or concerns about this procedure, please contact William Bailey at 576-6428.

15/ S.H. McCracken
Stephen H. McCracken
Assistant Manager for
Environmental Management

Attachment

EM-951:Bailey:576-6428:kk:576-2402:08/16/05:n:BMD:Approval Memo EM-1 10-2275

Concurrence
Rtg. Symbol EM-951
Initials Bailey <i>JB</i>
Date 08/16/05
Rtg. Symbol EM-951
Initials Houser <i>SH</i>
Date 8/16/05
Rtg. Symbol EM-95
Initials Sleeman <i>S</i>
Date 8/16/05
Rtg. Symbol EM-90
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Date
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Initials McCracken <i>SH</i>
Date 8/16/05
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Assistant Manager for
Environmental Management

Attachment

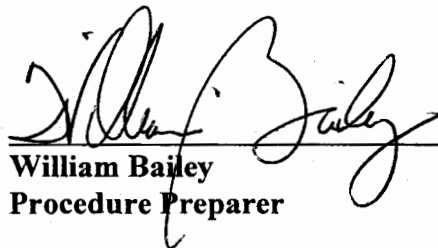


**Department of Energy
Oak Ridge Office
Office of Environmental Management
Procedure**

**MATERIALS DISPOSITION PROCEDURE
FOR
ORO BASIC ORDERING AGREEMENT
TASK ORDER CONTRACTS**

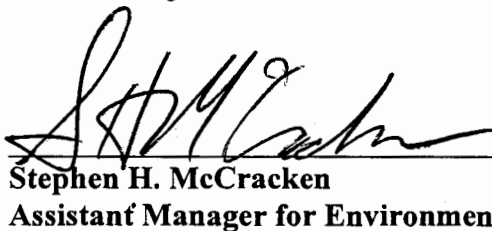
**EM-1.10
Revision 0**

Prepared:


William Bailey
Procedure Preparer

08 AUG 2005
Date

Approved:


Stephen H. McCracken
Assistant Manager for Environmental Management

8/8/05
Date

TABLE OF CONTENTS

Table of Contents	2
List of Acronyms	3
1.0 PURPOSE.....	4
2.0 SCOPE.....	4
3.0 REFERENCES & DEFINITIONS	4
3.1 References.....	4
3.2 Definitions	4
4.0 RESPONSIBILITIES	5
4.1 Assistant Manager for Environmental Management	5
4.2 Management and Staff	5
5.0 PROCEDURE	7
5.1 Preparation.....	7
5.2 Policies and Procedures Management.....	7
6.0 RECORDS.....	10
7.0 ATTACHMENTS	11

ACRONYMS

AMEM	Assistant Manager for Environmental Management
BMD	Business Management Division
BOA	Basic Ordering Agreement
COR	Contracting Officer Representative
DOE	U.S. Department of Energy
EM	Office of Environmental Management
ISMS	Integrated Safety Management Systems
MOU	Memoranda of Understanding
NMR	DOE National Center of Excellence for Metals Recycling
ORO	Oak Ridge Office
QA	Quality Assurance

1.0 PURPOSE

This procedure establishes the responsibilities, requirements, and instructions to initiate, compete, award, and execute a task under one of the Oak Ridge Office (ORO) material disposition basic ordering agreements (BOA) for the U.S. Department of Energy (DOE), ORO, Office of the Assistant Manager for Environmental Management (ORO-EM). ORO-EM serves as the National Center of Excellence for Metals Recycling (NMR) for the DOE complex. The NMR is responsible for the award, administration, project management, and execution of several prime-contracts to DOE-ORO responsible for alternative disposition/recycling of obsolete/surplus classified and non-classified materials and equipment. These BOA contracts are administered on a task-order basis and are serviceable to the ORO-EM, and Office of Science; and the National Nuclear Security Administration's (NNSA) Area Offices, and other government agencies, and industries.

2.0 SCOPE

This procedure applies to ORO federal and contractor personnel assigned duties and responsibilities for the initiation and administration of contract efforts under ORO's BOA contracts.

3.0 REFERENCES AND DEFINITIONS

3.1 References

- 3.1.1 Secretary of Energy Memorandum for Heads of Departmental Elements, *Release of Surplus and Scrap Materials*, July, 13, 2000
- 3.1.2 DOE, 1996, DOE Policy DOE P 450.4, Safety Management System Policy, Washington, D.C.
- 3.1.3 DOE, 2001, DOE Order DOE O 414.1A, Chg. 1, *Quality Assurance*, Washington, D.C.
- 3.1.4 DOE, 2002, *EM Integrated Safety Management Policy*, Oak Ridge, TN
- 3.1.5 DOE, 2002, ORO Order ORO O 410, Chapter V, *Process for Technical Dispute Resolution*, Oak Ridge, TN

3.2 Definitions

- 3.2.1 Client: A federal or prime contractor personnel that contacts ORO with the intent to use the BOA process to disposition recyclable or reusable government personal property.

- 3.2.2 Vendors: Pre-qualified ORO prime contract organizations that are equipped with regulatory facilities and processes to transport, store, and process, and/or dispose recyclable radiologically contaminated or non-contaminated DOE materials and equipment.

4.0 RESPONSIBILITIES

4.1 Assistant Manager for Environmental Management

The Assistant Manager for Environmental Management (AMEM) or the AMEM's designee is responsible for:

- 4.1.1 Ensuring that all EM federal and contract staff assigned to the administration of the BOA task order contracts complies with the annual training required as delineated in this procedure.
- 4.1.2 Oversight of periodic assessments of the use and effectiveness of the requirements in the Materials Disposition Procedures and any other appropriate ORO and EM management document (FRAM, MSD, and/or M110).
- 4.1.3 Appoint/Select a member of EM's Business Management Division (BMD) to serve as the Contracting Officer Representative (COR) for the administration of the BOA contract, and appoint another member of the BMD to serve as the Alternate Contracting Officer Representative (ACOR) in the absence of the COR.

4.2 Environmental Management and ORO Staff

- 4.2.1 A member of EM's BMD will serve as the COR and will make a determination, along with the potential client the appropriateness and intended use of BOA contract for material disposition. An alternate COR must be appointed by the AMEM or the AMEM's designee.
- 4.2.2 Once a favorable determination is made the client will provided characterization information to the COR to formally qualify the candidate materials for disposition (for lead materials see Attachment 1, *Type-2 Lead for Radiologically Contaminated*, and Attachment 2, *Type-1 Lead for Non-contaminated*). This information is usually reviewed by a service support contractor to EM (i.e. Oak Ridge Institute for Science and Education, ORISE) qualified to perform radiological surveys, environmental assessments, and/or site characterization

- 4.2.3 The COR, Planning and Budget Division (P&BD), and the client will jointly develop the task order scope, division of work between the client's site and the BOA vendor, site-specific task order requirements and contract terms and conditions (including Environment, Safety and Health (ES&H), transportation, and/or security plans), task deliverables, and the task schedule, and final close out of the contract/task order. A final closeout checklist is provided in Attachment 6. It is the COR's responsibility to ensure that applicable DOE health and safety, and quality assurance requirements as they relate to the specific BOA task order are properly reflected in the each task order issued. These requirements are defined by the ORO Office of Environmental, Safety, and Health base on the work being performed.
- 4.2.4 The COR is responsible for executing, monitoring, and administratively controlling the project throughout the life of the project to ensure consistency with contractual obligations, adherence to DOE-ORO and EM regulatory processes, procedures, and compliance (i.e. environmental, safety, quality assurance, security regulations, etc.) with the aide of ORO program offices. To ensure clarity of duties to be performed by each project participant a "roles & responsibilities" agreement, or task responsibility matrix is established (see Attachment 3, *Example BOA "Roles & Responsibilities" Agreement or Task Responsibility Matrix*).
- 4.2.5 When the responsibility matrix is completed, the task client will collect and assemble relevant background and descriptive material data and operational processing and characterization information for the material being dispositioned. The task client is required to complete the BOA Task Material Description and Characterization Information checklist (see Attachment 4, *BOA Task Information Search Checklist*). This information is also incorporated into the task order contract for the BOA vendor awarded the task for its information and use.
- 4.2.6 The COR shall require the BOA task order contractors to certify/document it's search and review of applicable lessons learned reports in DOE's Lessons Learned and Best Practices Web Site for any related work it is to performed under contract.
- 4.2.7 Funding is for the task order is certified by ORO P&BD staff, the COR will prepare a Procurement Request (PR) and forward the PR and the task order statement of work, with attachments, to P&BD office to concur and obligate such funds to the selected BOA vendor once BOA vendors proposal has been selected.
- 4.2.8 The COR and ORO Procurement and Contract Division (P&CD) staff will evaluate, select, award monitor the task order contract.

- 4.2.10 As a means of formal training, this procedure and its attachments, on an annual basis, are considered required reading for the COR and the Alternate COR assigned to administer the BOA contracts for EM. In order to satisfy this requirement, a signed, EM Training and Self-Certification Form (see Attachment 5) must be on file with EM, with copies sent to the Division Director of the BMD.

5.0 PROCEDURE

This procedure sets out the process necessary to be followed by EM staff in order to manage contracts for material disposition.

5.1 Task Client

- 5.1.1 A federal or prime contractor personnel that's contacts ORO with the intent to use the BOA process to disposition recyclable/reusable government personal property which may or may not be suspected radioactive contamination. The Task Client will contact ORO to ascertain the appropriateness of using the material disposition BOA process for the specific material of interest.

- 5.1.2 When the responsibility matrix is completed, the Task Client will collect and assemble relevant material descriptive and characterization information for the material being dispositioned. The Task Client will complete the BOA Task Material Description and Characterization Information checklist (see Attachment 4, *BOA Task Information Search Checklist*).

When the material information checklist is completed, the Task Client and COR will jointly draft the task order statement of work. This draft will include the task order scope, division of work between the client's site and the BOA vendor, site specific task order requirements and contract terms and conditions (including ES&H, transportation, and/or security plans), task deliverables, and the task schedule. While the statement of work is being developed, the Task Client will either transfer funding or create a charging vehicle for the proposed BOA task.

- 5.1.3 When the responsibility matrix is completed, the Task Client will collect and assemble relevant material descriptive and characterization information for the material being dispositioned. The Task Client will complete the BOA Task Material Description and Characterization Information checklist (see Attachment 4, *BOA Task Information Search Checklist*).

- 5.1.4 When the material information checklist is completed, the Task Client and COR will jointly draft the task order statement of work. This draft will include the task order scope, division of work between the client's site and the BOA vendor, site specific task order requirements and contract terms and conditions (including ES&H, transportation, and/or security plans), task deliverables, and the task schedule.
- 5.1.5 While the statement of work is being developed, the Task Client will either transfer funding or create a charging vehicle for the proposed BOA task.

5.2 Contracting Officer Representative

- 5.2.1 The COR appointed from the BMD within the ORO-EM will discuss with the Task Client the intended use of the material disposition BOA and reach a decision on the appropriateness of the intended use.
- 5.2.2 If the use of the BOA process is appropriate, the Task Client and COR will jointly develop a roles and responsibilities agreement, or task responsibility matrix (see Attachment 3, *Example BOA Roles & Responsibilities Agreement or Task Responsibility Matrix*).
- 5.2.3 When the task order statement of work is complete and funding certified, NMR will prepare a Procurement Request (PR) and forward the PR and the task order statement of work, with attachments, to ORO P&BD.
- 5.2.4 The COR will review and evaluate the technical adequacy of each BOA vendor proposal. The result of the evaluation of each proposal will be reported to ORO P&CD as adequate and responsive or inadequate or non-responsive.
- 5.2.5 The COR will support P&CD in the contract close-out process (see Attachment 6, *BOA Contract Closeout Checklist*):
 - 5.2.5.1 Forward a written statement to the ORO Contracting Officer (CO) and/or Contracting Specialist (CS) attesting to the BOA contractor's completion of technical performance, delivery, and acceptance of all goods and services for which inspection and acceptance are delegated.
 - 5.2.5.2 In accordance with DOE and ORO policies and procedures existing upon close-out, provide and required close-out information to the CO/CS; and make disposition of all records and document pertinent to the administration of the performance period of the BOA contract.

5.3 ORO Procurement and Contracts Division

P&CD will:

- 5.3.1 prepare the task order contract, including all general and special terms and conditions; task specific requirements; statement of work; task deliverables; and task schedule.
- 5.3.2 forward the task order contract, with attachments, to all qualified material disposition BOA vendors, with a request and instructions for vendor proposals for the proposed task order.
- 5.3.3 receive all BOA vendor's proposals and questions and coordinate responses.
- 5.3.4 receive any BOA vendor's request for a pre-bid meeting and coordinate such a meeting with all BOA vendors.
- 5.3.5 forward the technical data of each BOA vendor proposal to the COR for review and evaluation.
- 5.3.6 review and evaluate the pricing data of each BOA vendor proposal considered adequate and responsive by COR. Each BOA vendor proposal will be ranked by P&CD based on the offer proposed by the BOA vendor, and modified by any adjustment deemed necessary by P&CD.
- 5.3.7 include COR concurrence on the determination of the winning BOA vendor proposal.
- 5.3.8 award the task order to the BOA vendor who submitted the proposal determined to be the winning proposal.

5.4 ORO Planning and Budget Division

P&BD will:

- 5.4.1 verify the budget authority for the task.
- 5.4.1 forward the PR and task order statement of work to ORO Finance.

5.5 ORO Financial Service Center

Finance will:

- 5.5.1 establish the payment authority and certify the availability of funds for the task.
- 5.5.2 forward the PR and the task order statement of work to ORO P&CD.

5.6 Basic Ordering Agreement Vendors

BOA Vendors:

- 5.6.1 if interested and qualified to undertake the work requested will review the ORO (P&CD) request for proposal.
- 5.6.2 may submit questions to ORO P&CD regarding the proposed task order.
- 5.6.3 may request a pre-bid meeting with ORO P&CD for additional information regarding the proposed task order.
- 5.6.4 will develop their task order proposal(s) based on their capabilities and information
- 5.6.5 will submit their task order proposal(s) to ORO P&CD by the proposal submission date specified in the P&CD request for proposals.

6.0 RECORDS

Policies and Procedures are considered Quality Assurance (QA) documents/records. Current policies and procedures as well as supporting documentation shall be maintained in accordance with the prevailing QA program.

7.0 ATTACHMENTS

Attachment 1, *Type-2 Lead (Radiologically contaminated)*

Attachment 2, *Type-1 Lead (Non-contaminated)*

Attachment 3, *Example BOA "Roles & Responsibilities" Agreement or Task Responsibility Matrix*

Attachment 4, *BOA Task Information Search Checklist*

Attachment 5, *Office of Environmental Management's EM Training and Self-Certification Form*

Attachment 6, *BOA Contract Closeout Checklist*

Attachment 1

TYPE-2 LEAD (Radiologically contaminated)

INSTRUCTIONS FOR COMPLETING NMR LEAD CANDIDATE PROFILE

I. Site/Facility

1. Provide the Site point of contact (POC), facility/site office (e.g., Fernald Environmental Management Program), and telephone number for the POC.
2. Provide funding status (e.g., B&R code, specific dollar value, "Pending", "No funding available", etc.)
3. Provide a general history or description of the lead located at the facility.
4. In the body of the table, provide: *(Sufficient data needs to be provided to ship per DOT requirements and receive on a NRC/Agreement State license.)*
 - A brief, but specific description of the lead material.
 - A physical location for the stored material (e.g., Building/Room No., outside location, etc.)
 - A lot number (or equivalent designation). For the purposes of dispositioning lead materials, information should be provided for individual lots as to Lead Type (Type-2 in this case) and type of material (e.g., a "lot" of lead bricks, a "lot" of lead sheets, etc.)
 - The method of packaging and the quantity employed, e.g., the placement of lead bricks in ten individual 55 gallon drums.
 - The form of the lead, e.g., bricks, sheets, flashing, turnings, chips, pigs, casks, batteries, etc. (Note: It is also
 - very helpful to indicate whether the lead is encapsulated in another material, such as stainless steel, blankets (e.g., lead blankets), etc.
 - The net weight of the lead in pounds or tons. Provide the total weight of the individual lots following completion of the inventory.
 - The primary radionuclide(s) involved, e.g., cobalt-60 (Co-60), cesium-137 (Cs-137), enriched uranium (EU), mixed fission products (MFPs), etc.

Attachment 1 (continued)

- The radionuclide activity level in disintegrations per minute per 100 square centimeters (dpm/100 cm²) for surface contamination or picocuries/gram (pCi/g) for concentration purposes. Specify whether surface (S) or volume (V) activated materials are present. For surface activated materials, average, maximum, and removable levels of activity (dpm/100 cm²) should be reported as known and as applicable/practical to the materials being evaluated.
5. Describe the technical basis for the designation of the lead as Type-2 (e.g., surface contamination levels greater than the limits cited in DOE Order 5400.5, *Radiation Protection of the Public and the Environment*, or volumetrically contaminated, no authorized release process available, etc.). Examples of a technical basis include the history of the material (e.g., where it was made), process knowledge (e.g., how it was made), field data using appropriate radiological instrumentation, analytical field measurements, etc.
 6. Identify specific requirements for transport of lead materials to an approved processor.
 7. Identify any drivers of a regulatory or other nature (specify) impacting on the schedule to disposition lead materials.
 8. Provide the signature of an authorized individual at the site/facility for site certification purposes.
 9. Provide a brief description and reproductions of the submitted attachments such as survey/field data, analytical results, etc. for NMR documentation and evaluation purposes.
 10. Mail or fax the completed information to the designated address on the attached lead candidate profile form.

II. DOE/NMR

The designated individual(s) within the DOE ORO Office of Environmental Management/National Center of Excellence for Metals Recycling (NMR) will review the submitted documentation, and upon approval, sign and date the lead candidate profile form.

U.S. Department of Energy Oak Ridge Office, Office of Environmental Management	Procedure No. EM-1.10, Revision 0 Material Disposition Procedure Effective Date: <u>August 31, 2005</u> Page: 15 of 28
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NMR LEAD CANDIDATE PROFILE
(Type-2 radiologically contaminated lead)

Site POC: _____

Funding Status: _____

Facility/Site Office: _____

Contact Phone No: _____

General Lead History/Description:

U.S. Department of Energy Oak Ridge Office, Office of Environmental Management	Procedure No. EM-1.1.10, Revision 0 Material Disposition Procedure Effective Date: <u>August 31, 2005</u> Page: 16 of 28
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Attachment 1 (continued)

Specific Description (Lead Origin1/Type, etc.)	Stored Location (Building, Room No., etc.)	Lot or ID No.	Packaging Method and Quantity (# of drums, etc.)	Type of Elemental Lead (bricks, sheets, shot, etc.)	Weight (pounds/tons)	Primary Radionuclide(s) ¹	Activity Level (pCi/g or dpm/100 cm ²) ²
				Total Weight =			

¹ Because Type-2 lead is above the limits specified in DOE 5400.5, radionuclide and activity level information is essential.

² Specify whether Average (A) and/or Maximum (M) levels are reported and whether Surface (S) or Volume Activated (V) materials.

NMR LEAD CANDIDATE PROFILE (continued)
(Type-2 radiologically contaminated lead)

Basis for Type-2 classification (e.g., lead determined to be above the DOE 5400.5 surface contamination limits or volumetrically contaminated): _____

Transportation Requirements:

Scheduling Drivers:

Site Certification:

(Signature of certifying official/date)

Description of Attachments (Surveys, Data, etc.):

U.S. Department of Energy
Oak Ridge Office,
Office of Environmental Management

Procedure No. EM-1.10, Revision 0
Material Disposition Procedure
Effective Date: August 31, 2005 Page: 18 of 28

Mail or fax completed information to:

DOE National Center of Excellence for Metals
Recycle
US DOE Oak Ridge Office
Business Management Division EM-95
Box 2001-EM95,
Oak Ridge, TN 37831

Fax No: 865-576-0956

FOR DOE/AU INTERNAL USE ONLY

Lead Management Program Verification:

Signature of DOE/AU Official

Date

Attachment 2

TYPE-1 LEAD (Non-contaminated)

INSTRUCTIONS FOR COMPLETING NMR LEAD CANDIDATE PROFILE

I. Site/Facility

1. Provide the Site point of contact (POC), facility/site office (e.g., Fernald Environmental Management Program), and telephone number for the POC.
2. Provide funding status (e.g., B&R code, specific dollar value, "Pending", "No funding available", etc.)
3. Provide a general history or description of the lead located at the facility.
4. In the body of the table, provide:
 - A brief, but specific description of the lead material.
 - A physical location for the stored material (e.g., Building/Room No., outside location, etc.)
 - A lot number (or equivalent designation). For the purposes of dispositioning lead materials, information should be provided for individual lots as to Lead Type (Type-1 in this case) and type of material (e.g., a "lot" of lead bricks, a "lot" of lead sheets, etc.)
 - The method of packaging and the quantity employed, e.g., the placement of lead bricks in ten individual 55 gallon drums.
 - The form of the lead, e.g., bricks, sheets, flashing, turnings, chips, pigs, casks, batteries, etc. (**Note:** It is also helpful to indicate whether the lead is encapsulated in another material, such as stainless steel, blankets (e.g., lead blankets), etc.
 - The net weight of the lead in pounds or tons. Provide the total weight of the individual lots following completion of the inventory.

5. Describe the technical basis for the designation of the lead as Type-1 (e.g., surface contamination levels less than the limits cited in DOE Order 5400.5, *Radiation Protection of the Public and the Environment*, and not volumetrically contaminated). Examples of a technical basis include the history of the material (e.g., where it was made), process knowledge (e.g., how it was made), field data using appropriate radiological instrumentation, analytical field measurements, etc.
6. Identify specific requirements for transport of lead materials to an approved processor.
7. Identify any drivers of a regulatory or other nature (specify) impacting on the schedule to disposition lead materials.
8. Provide the signature of an authorized individual at the site/facility for site certification purposes.
9. Provide a brief description and reproductions of the submitted attachments such as survey/field data, analytical results, etc. for NMR documentation and evaluation purposes.
10. Mail or fax the completed information to the designated address on the attached lead candidate profile form.

Attachment 2 (continued)

II. DOE/NMR

The designated individual(s) within the DOE ORO Office of Assets Utilization/National Center of Excellence for Metals Recycle will review the submitted documentation, and upon approval, sign and date the lead candidate profile form.

NMR LEAD CANDIDATE PROFILE (Type-1 non-contaminated lead)

Site POC: _____

Funding Status: _____

Facility/Site Office: _____

Contact Phone No: _____

General Lead History/Description:

U.S. Department of Energy Oak Ridge Office, Office of Environmental Management	Procedure No. EM-1.10, Revision 0 Material Disposition Procedure Effective Date: August 31, 2005 Page: 22 of 28
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Specific Description (Lead Origin/Type, etc.)	Stored Location (Building, Room No., etc.)	Lot or ID No.	Packaging Method and Quantity (# of drums, etc.)	Type of Elemental Lead (bricks, sheets, shot, etc.)	Weight (pounds/tons)
Total Weight =					

Attachment 2 (continued)

NMR LEAD CANDIDATE PROFILE (continued) (Type-1 non-contaminated lead)

Basis for Type-1 classification (e.g., lead determined to be below the DOE 5400.5 surface contamination limits and is not volumetrically contaminated): _____

Transportation Requirements:

Scheduling Drivers:

Site Certification:

(Signature of certifying official/date)

Description of Attachments (Surveys, Data, etc.):

U.S. Department of Energy
Oak Ridge Office,
Office of Environmental Management

Procedure No. EM-1.10, Revision 0
Material Disposition Procedure
Effective Date: August 31, 2005 Page: 24 of 28

Mail or fax completed information to:

DOE National Center of Excellence for Metals
Recycle
US DOE Oak Ridge Office
Business Management Division, EM-95
Box 2001-EM95
Oak Ridge, TN 37831

Fax No: 865-576-0956

FOR DOE/AU INTERNAL USE ONLY

Lead Management Program Verification:

Signature of DOE/AU Official

Date

Attachment 3

Example BOA "Roles & Responsibilities" Agreement or Task Responsibility Matrix

Activity	Task Client	ORO personnel	BOA vendor
Conduct information search, select & assemble relevant task information, complete Task Information Search Checklist (see Attachment 2)	Primary	Support	
Draft task and site specific requirements	Primary	Support	
Draft task statement of work	Primary, alternatively, by agreement, ORO can draft the task statement of work with client review and sign off indicating acceptance.	Support, unless otherwise agreed	
ES&H oversight of BOA vendor onsite activities	Primary	Support	Participant
Shipping & transportation oversight of BOA vendor activities	Primary	Support	Participant
Review and acceptance of BOA vendor deliverables	Primary	Support	
Post-completion BOA vendor evaluation	Primary	Support	

Attachment 4

BOA Task Information Search Checklist - task material description and characterization information collected and provided to the BOA vendors

Purpose: To document the specific relevant information provided to the BOA vendors for their use in proposing and executing material disposition tasks under contract to the Oak Ridge Office office.

1. How was the search for relevant information conducted? (brief, but specific, narrative description of all search activities not otherwise covered by the following questions)
2. Who conducted the search?
3. The date(s) of each search?
4. What information sources were used?
5. What information was obtained? (List each specific document, identified by file or system access code, document date, author/recipient/subject, etc.)
6. What was done to ensure that the information identified was correct and relevant?
7. How will relevant information be transmitted to the BOA vendors?

Signature of Person(s) completing this checklist, and date of signing

Signature

Date

Attachment 5
Office of Environmental Management (EM)
Training and Self-Certification Form

By my signature below, I certify that I have (please check the all that apply):

- ☐ read the document _____
(Document title)
- ☐ viewed the video _____
(Video title)
- ☐ completed the
computer-based training _____
(Course title)
- ☐ other _____
(Description)

I am familiar with it contents and understand my responsibilities described within the material as identified above, and have directed any questions to my Supervisor.

Employee Signature

Date

If required:

Supervisor/Qualifying Official Signature

Date

U.S. Department of Energy Oak Ridge Office, Office of Environmental Management	Procedure No. EM-1.10, Revision 0 Material Disposition Procedure Effective Date: <u>August 31, 2005</u> Page: 28 of 28
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Attachment 6

BOA Contract Closeout Checklist

Purpose: To provide support to the Procurement and Contracts Division in the final contract close-out for material disposition efforts under the BOA contracts.

Criterion	Yes	No
Has a formal a written statement to the ORO Contracting Officer (CO) and/or Contracting Specialist (CS) attesting to the BOA contractor's completion of:		
technical performance relative to the contract?		
timely delivery and acceptance of all goods?		
Records Disposition		
Have all contract documents (i.e. technical reports and data, cost estimates, milestone schedules, etc.) been properly stored within the EM office and been made available to the ORO Procurement and Contracts Division?		
Has all government furnished property and services specified in the contract been properly provided to or returned by the BOA contractor?		
Inspection		
Have all deliverables per the contract been received?		
Were all deliverables per the contract been considered acceptable? Why or why not?		
Has any unauthorized work been performed? If yes, please explain.		
Has any work on the task order been stopped or suspended? If yes, please explain.		

Signature of Person(s) completing this checklist, and date of signing

Signature

Date